

WEEK IN REVIEW

A publication of the City Manager's Office

Council Meeting

May 12 - [City Council Meeting Agendas](#) (submit online public comment form to address Council)

Looking Ahead

Most regulatory boards will be meeting virtually including City Council.

Monday, May 11: School Board work session

Tuesday, May 12: Special EDA meeting

Thursday, May 14: Community Policy and Management Team meeting

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The first Winchester Pop-up Market pickup took place this week with over 50 orders. The market will not be available the week of May 11. Orders for the next market are due by Monday, May 18 at noon. Pickup on Tuesday, May 19 between 11 am-1 pm.

City Manager's Highlights

The Old Town Farmers and Makers Market has been canceled for the 2020 season.

Winchester needs additional Officers of Elections to help at the polls on Election Day. [Click here for details.](#)

Governor Northam extended the "stay-at-home" order and restrictions on non-essential businesses through May 14.

VDOT will provide an overview of their recommendations for improvements to S. Pleasant Valley Road at the May 12 Council meeting. [Watch online.](#)



Public Safety

Winchester Police

- Participated in a health care worker parade salute at Winchester Medical Center.
- Fulfilled 9 birthday wishes for children in the city.
- Recorded an additional segment for DEFROST podcast.
Continued case research and planning for future episodes. New episode #3 released on May 11 at 11:00 am.
- Held police applicant testing (12 applicants).
- Crime stats:
 - Crimes against persons (felony) - 2
 - Crimes against persons (misdemeanor) - 8
 - Burglaries (residential) - 0
 - Burglaries (commercial) - 0
 - Property crimes - 15

Winchester Fire and Rescue

- Attended infection control meeting.
- Attended senior leadership meeting with Valley Health.
- Conducted background investigation initial interview with one firefighter candidate.
- Participated in a short emergency vehicle drive-by for a local preschool.
- Met with Shenandoah University to discuss the potential of a tiny house village for student housing.
- Met with two vendors (Personal Protective Equipment demonstrations) for fire investigations.

Police Activity	#
Calls for Service	585
Directed Patrols	26
Directed Patrols (OTW)	7
Extra Patrols	139
Extra Patrols (OTW)	0
Alarms/False Alarms	29/28
Crash Reports	13
Traffic Citations	7
Traffic Warnings	25
DUI/DWI	0
FOIAs Answered	3
Special Events Permits Received/ Approved	0/0 44 YTD

Fire Activity	#
Fire	1
Overpressure	0
EMS/Rescue	79
Hazardous Cond.	1
Service Call	9
Mutual Aid Given	3
Good Intent	2
False Alarms	9
Special Incident	0
Plan Review	0
Reinspections	1
Inspections	2

Emergency Management

- Attended a FEMA-sponsored webinar on public assistance for COVID-19 related expenses.
- Received updates from Virginia Department of Emergency Management on current COVID-19 actions in Virginia.
- Provided UAS photography services for Parks and Recreation and the Communications Department.
- Worked on maintenance contracts with various vendors for servicing the Jefferson Street radio shelter.
- Distributed personal protective equipment and sanitizing supplies to several City departments.

Development Services

Zoning and Inspections

- Completed:
 - 15 building permit inspections and issued 13 building permits (\$300,775 valuation)
 - 89 code enforcement inspections and initiated 33 new cases
 - 4 new business reviews (2 Zoning User Permits general business, 2 Zoning User Permits home business)
 - 0 PDSP permits
- Removed 0 signs from the public right-of-way (YTD=89)
- Significant projects this week:
 - 1840 Amherst Street - structural steel for RTU's (\$176,125)

TYPE	Address	Description	Value
PLBG	958 WAYNE DR	IRRIGATION SYSTEM	\$750.00
NGAS	128 130 E PALL MALL ST	REPLACE FURNACES	\$500.00
CHNG	715 S KENT ST	COMMERCIAL TO RESIDENTIAL	\$0.00
BLDG	715 S KENT ST	INTERIOR REMODEL	\$35,000.00
BLDG	2720 VALLEY AVE	ASBESTOS ABATEMENT	\$2,100.00
DECK	908 KENNEDY DR	BUILD NEW DECK	\$24,000.00
BLDG	1840 AMHERST ST	STRUCTURAL STEEL FOR RTU'S	\$176,125.00
RREM	457 N CAMERON ST	FRONT STOOP REPAIRS	\$13,500.00
DEMO	2720 VALLEY AVE	DEMOLISH STEEL BUILDING	\$25,000.00
DECK	3026 SARATOGA DR	BUILD NEW DECK	\$10,000.00
PLBG	512 WHITACRE ST	REPLACE SEWER SERVICE	\$800.00
MECH	601 FOX DR	NEW HEAT PUMP AND AIR HANDLER	\$12,000.00

TYPE	Address	Description	Value
SIGN	26 W PICCADILLY ST	NEW SIGNAGE	\$1,000.00
Totals			\$300,775

Winchester/Frederick County Tourism

- Posted a "We'll Be Waiting For You" video to kick off National Travel and Tourism Week. [Watch](#)
- Celebrated National Travel and Tourism Week on social meeting.
- Held a Zoom Shenandoah Valley Tourism Partnership (SVTP) Advocacy Committee meeting, with discussions surrounding the CARES 2.0 Act and how the SVTP can advocate for local tourism budgets within the Shenandoah Valley.
- Took part in the Breakfast Chat with Virginia Tourism. Discussions surrounded reopening plans and PR strategies surrounding that.
- Took part in monthly Shenandoah Spirits Trail meeting. Discussions surrounded messaging regarding current COVID-19 conditions and future marketing plans and strategies over the next 6-12 months.
- Participated in the monthly SVTP Zoom meeting with special guests from Virginia Tourism to talk about how to reopen visitor centers and PR strategies over the next 1-6 months.
- Took part in the weekly Northern Shenandoah Valley COVID-19 Emergency Response Team Zoom call. Discussions surrounded current outreach opportunities for our local businesses, grants, and strategies for the upcoming town hall we will be holding with business owners.

Arts and Vitality & Old Town

- Met to discuss a Recovery Plan and amended work plan strategy.
- Researched best practices for reopening and proposed Main Street recovery strategies.
- Researched best practices for distanced/social media "events" in Main Street communities.

Economic and Workforce Development

- Held pop-up grocery event to assist residents in obtaining needed supplies during COVID-19 pandemic (54 total orders).
- Attended weekly Virginia Economic Development Partnership Zoom meeting to hear updates on economic conditions throughout Virginia.
- Attended the monthly Planning Commission meeting.
- Participated in Virtual Job fair put on by the Virginia Employment Commission.
- Prepared agenda and FY21 budget for the Winchester Economic Development Authority.

Planning

- Staffed the May 5 Planning Commission Work Session via WebEx. The major items reviewed in advance of the May 19 regular meeting were the five public hearings which are:
 - PUD rezoning for a 2-lot PUD on Breckinridge Lane
 - Short-term rental on N. Washington Street
 - CUP for a ground-floor residential conversion on E. Piccadilly Street
 - CUP for a Hookah Establishment
 - Major Subdivision for conversion of a 16-unit apartment bldg. to townhouses
- Updated the Meadow Branch Ave Apartments, Phase 2 PUD rezoning request materials for the Council meeting. The developer met with the Buckner Drive neighbors to address concerns that councilors expressed during the April 28, 2020 Work Session. A revised Development Plan was received on May 6 and reflected in the materials for the May 12 Council meeting where the item will appear for First Reading.
- Continued to conduct plan review and approval. Continued holding WebEx sessions with consultants working on the MPO Bike Share program and the Millwood Ave/Mall Blvd project.
- Gave a Planning Commission overview of the proposed changes to the Comprehensive Plan that entail work to be done by a consultant revising on the Redevelopment Sites graphics for update of Chapter 11.

Public Services

- The construction of the new trails at the Museum of the Shenandoah Valley is progressing and a significant amount of the earthwork has been completed.
- Conducted a conference call with the Virginia Resources Authority, the City's bond counsel, and the City's financial advisor to review the application for funding for the ongoing utility infrastructure projects.
- Coordinated with VDOT and their consultant for the presentation that will be provided to City Council at the May 12 Work Session for the Pleasant Valley Road traffic study.
- The summer plantings are being completed on the pedestrian mall.

Utility Capital Improvement Projects (7/1/18-present)

Measure	Past Week	Project Totals
Water mains replaced (linear feet)	0	8,292
Water service lines replaced (number)	0	372
Water meters replaced (number)	1	4,574
Sanitary sewer mains replaced/lined (linear feet)	0	6,615
Sanitary sewer laterals replaced (number)	0	111
Sanitary manholes replaced (number)	0	42
Sidewalks replaced (linear feet)	0	39,697
Sidewalks repaired (linear feet)	0	123,835

Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Streets	Streets repaved	0	.80	Lane miles
	Potholes repaired	0	52	#
	Mowing	23.83	73.72	Acres
	Miles of streets swept	109.20	1,035.99	Miles
	Tons of leaves hauled	0	58.50	Tons
Trees	Dead/diseased trees removed	2	107	#
	Trees trimmed	1	525	#
	Stumps removed	5	142	#
Traffic	Street signs Installed/replaced	0	225	#
	Pavement markings repainted (City)	130	341	Linear feet
	Pavement markings repainted (contractor)	0	5,273	Linear feet
Refuse & Recycling	Refuse collected	145.99	2,339.02	Tons
	Recycling collected	54.02	673.346	Tons
	Large item pickups	0	47	#
Transit	Total passengers	975	33,440	#
	Revenue miles pick up/drop off	1,871	55,198	Miles
	Revenue hours pick up/drop off	186.70	5,264.97	Hours
Utility billing	Payments processed	1,258	25,642	#
	New bills mailed out	2,201	24,840	#
	Water services turned off (non-payment)	0	125	#
Water treatment plant	Average daily water demand	5.66	5.54	Million gallons/
	Peak daily water demand	6.49	6.53	day
Wastewater treatment plant	Average daily flow treated	10.01	7.84	Million gallons/
	Peak daily flow treated	13.65	17.21	day
Water distribution and wastewater collection	Water main breaks repaired	1	7	#
	Water meters read	2,583	27,300	#
	Fire hydrants flushed	0	0	#
	Sewer mains cleaned	0	40,754	Linear feet
	After-hours call outs	6	52	#
Engineering	Site plans reviewed	1	56	#
	Floodplain permits issued	1	18	#
	Utility as-builts reviewed	0	4	#
	Right-of-way permits issued	3	174	#
	Land disturbance permits issued	0	5	#
	Stormwater facility inspections	0	6	#
	Erosion and sediment control inspections	31	458	#
	Erosion and sediment notices to comply	0	0	#

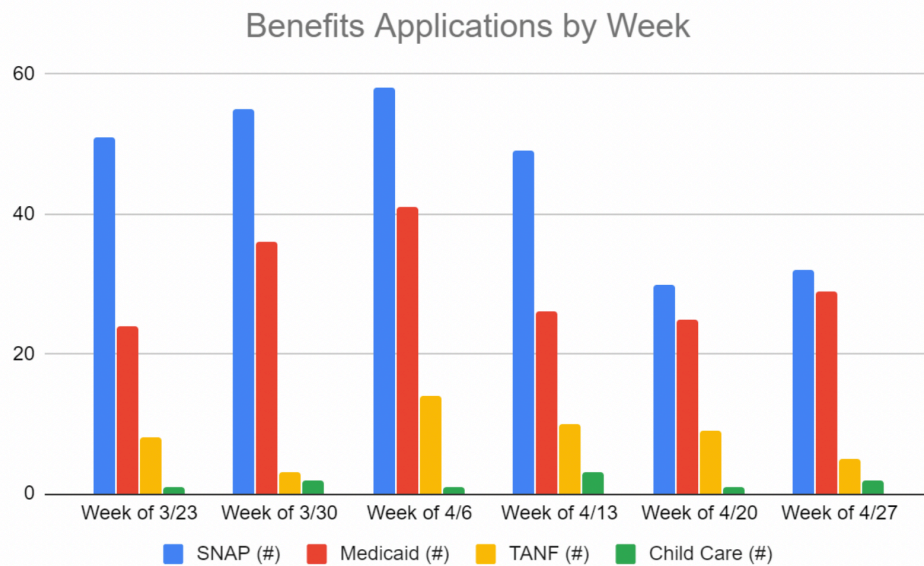
Division	Activity	Past Week	2020 Year-to-Date Totals	Measurement
Facilities Maintenance	Work requests completed	18	349	#
	Special events assistance	0	4	#
	Maintenance of pedestrian mall	26	473	Staff hours
Equipment maintenance	Total repairs completed	24	841	#
Winchester Parking Authority	Work requests completed	1	102	#
	Special events - assistance provided	0	2	#
	Vandalism or property damage issues	0	6	#
	New monthly rentals	2	58	#
	Monthly rental cancellations	4	77	#
	Total monthly leases in all autoparks	-2	1,123	#
	Available monthly spaces in all autoparks	+2	289	#
	Hourly parkers (all four garages)	306	30,345	#
	Park-Mobile transactions	74	9,636	#
	Meter violations	8	2,317	#

Parks & Recreation

- Launched the fifth Triple Q challenge (sports trivia) about Lacrosse on Facebook and YouTube.
- Began preparations for the Fall 2020 guide to include an additional month of information (August) in hopes we will be open again at that time.
- Began to activate plans for reopening following recent update from Governor's office.
- Assisted with coordination of the first Pop-up-Market offered by the Winchester EDA and Sysco.

Social Services

- Received 62 Benefit Program applications: 24 SNAP (60 applications pending approval), 33 Medicaid (32 additional applications pending approval), 3 TANF (15 applications pending approval), 1 VIEW, 2 Child Care, 0 Auxiliary Grant, 0 General Relief-Burial, 0 Home Energy Assistance Program
- Provided case management to: 1,601 Medicaid, 4,063 SNAP, 67 TANF, 17 Auxiliary Grant, 30 individuals receive VIEW services, 55 families/96 children receive Child Care Subsidy Assistance, 322 Home Energy Assistance Program.



- Key resources and updates:
 - COVID-19 Resources/App - VDSS launched a new [COVID-19 Virginia Resources](#) website and COVID VA mobile app. Designed as a “one-stop” resource for individuals, families and businesses to access benefits, services and critical information, the website and app aim to connect an essential need - whether food, child care, healthcare, housing, unemployment insurance, or more - with an immediate and actionable resource.
 - SNAP Emergency Allotment - Emergency benefits will be made available to Virginia Supplemental Nutrition Assistance Program (SNAP) participants in May, as part of a provision set forth by the Families First Coronavirus Responses Act of 2020. See the City’s latest [press release](#) with more information.
 - SNAP waiver of work requirement - Additional provisions of the Families First Coronavirus Response Act of 2020 allowed states to exempt individuals from complying with the SNAP work requirement. The exemption will be in effect until the end of the month subsequent to the month in which the public health emergency its over.
 - Crisis TANF cash assistance - Families dealing with job loss or other impacts from COVID-19 have access to one of two types of Crisis TANF cash assistance that may help, Diversionary Assistance and TANF-Emergency Assistance. The case worker will explore both options to see which will offer a greater benefit to the client.
 - Child Care support for providers and families
 - Providers open and operating for essential personnel will be eligible for a new incentive grant program that will provide direct cash assistance each month (April-June) based on program size.
 - Providers that are closed can request absence payments for additional days for participating children through June 30.
 - Families in the child care program will not have to pay their monthly co-payments from April to June. These copayment amounts will automatically be included in the provider payments for this period. If families already paid co-payments for April, it is advised that the vendor credits this co-pay for the month of July.
 - Back-up emergency child care is available as needed. Funding will supplement costs of emergency child care in public schools as needed.

- Extension of certification periods for various programs
 - SNAP expiring in March, April and May 2020 will be extended for 6 months until September, October and November 2020.
 - TANF expiring in March, April and May 2020 will be extended for 6 months until September, October and November 2020.
 - Child care expiring in March, April and May 2020 will be extended for 6 months until September, October and November 2020.

Weekly Activity	#
Clients walk-ins/drop-offs	0/17
Child Protective Service (CPS) referrals/case management load	4/44
CPS family assessments & investigations of alleged maltreatment	39
Placed "on notice" for foster care entry by JDRC	6
Children in/entered/exited foster care	47/0/0
Adoption subsidy cases/adoptions finalized	49/0
Benefit program fraud & overpayment referrals/investigations/recoupment claims	3/24/89
Family Service intakes	4
Adult Protective Service referrals/case management load	3/5
Adult Protective Service investigations/intakes	14/3
Adult guardianships/cases	2/80
Uniform Assessment Instrument screenings	3
Interstate Compact on the Placement of Children (ICPC) case management	3

Communications

- Distributed the May 6 CitE-News issue. [View](#)
- Handled 4 media requests for City information and staff interviews; 3 inquiries for WPD.
- Participated in conference call regarding VDOT's study and recommendations for S. Pleasant Valley Road improvements. Working with VDOT on corresponding public outreach campaign. Began creating web page, public input form and more.
- Used drone to film portions of South Pleasant Valley Road for an explainer video of the recommended improvements by VDOT.
- Designed Bingo cards and a certificate of completion for the Park for their observance of Parks to Kids Day 2020 (May 16). BINGO game encourages residents to get out of the house (respecting social distance) and find certain items at the parks to make "BINGO."
- Produced a video introduction of Parks to Kids Day with Mayor David Smith. Assisted with drafting the proclamation.
- Produced a video at the request of the Parks that features a Police Department Bike Squad member and teaches proper helmet fitting and rules of the road.
- Recorded an extra segment of the DEFROST podcast with Planning Director Tim Youmans. Scheduled release for Monday, May 11.
- Produced videos for the Park: Make Your Own Bubbles, Play Winchester Parks Bingo, Play ABC Scavenger Hunt at Winchester Parks.
- Designed and posted recognitions for Public Service Recognition Week. Also, made a video of Facilities Maintenance staff to recognize their work, especially recognizing all they are going during the COVID-19 pandemic to keep City facilities clean.
- Produced video of Police and Fire Departments participating in local first responder parade to show appreciation for healthcare workers at Winchester Medical Center.
- Promoted several social services programs to help those in need during pandemic.

311 Requests Received	#
FOIA	5
New Recycling Bin	3
Missed Trash/Recycling Collection	-
Trash on Property	1
City Tree Issue	1
Traffic Signal Issue	-
Dead Animal in Road	-
Ask a Question	-
Stormwater Drainage Issue	-
Pothole	-
Street Light Out	-
Tall Grass	1
Water/Sewer Service	-
Citibot	-
Total/YTD	11/196

Date	City Press Releases/Related Press Releases
5/4	Winchester needs additional Officers of Election - read
5/5	2020 Old Town Farmers and Makers Market has been cancelled - read
5/6	VDSS to send text messages about Earned Income Tax Credits

Date	Articles in <i>The Winchester Star</i>
5/4	Virtual tours of local attractions part of National Travel and Tourism Week
	Open Forum: Fire, rescue providers need your support
5/5	Winchester gets grant money for emergency food, shelter programs
	Airport official: Designation couldn't come at a better time
5/6	Frederick jobless claims higher than the state average since late March
	Grocery shopping alternative popping up in Winchester
5/7	City park's outdoor pool prepped for opening, whenever that occurs
5/8	Amendment may expand manufacturing opportunities

Support Services

Innovation & Information Services

- Assisted with launching Public Works MS4 training and launched it on the Internal website.
- Updated COVID19 case trend data source on GIS Portal for COVID-19. Made necessary adjustments to COVID-19 dashboard.
- Completed data edits deemed "critical" from NG911 error report from Intrado.
- Added additional field to Street and Addresses in GIS map to be compliant with NG911 data standards.
- Created draft GIS dashboard for Fire and Rescue EMS data exported out of ImageTrend. Dashboard show statistics by Ward boundary and the breakdown of demographic data collected.
- Compiled Fire House data and ImageTrend data dashboards into a map series in GIS Portal.

Help Desk Requests	Count	Closed
Account Management	4	6
Applications	5	10
GIS	0	0
Hardware	1	2
Information Only	2	6
Infrastructure	0	3
No Action Required	2	2
Not Assigned	16	0
Procurement/Disposal	0	0
Reporting	0	0
Research	0	0
Total	30	29